

**POLICE LIEUTENANT
STUDY GUIDE**

A written examination for the class of **POLICE LIEUTENANT** to be administered in **LEESVILLE** on, **JULY 15, 2008**, will consist of approximately **120** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management involving management theory; planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; and the general care, and maintenance of equipment and property.	15.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	7.5%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	15.8%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	5.8%
PATROL/GENERAL LAW ENFORCEMENT MANAGEMENT Knowledge of the management and general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, field interviews, arrest procedures, the use of firearms, and law governing these procedures.	15.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAFFIC CONTROL/TRAFFIC ACCIDENT MANAGEMENT Knowledge of the management of traffic control, traffic accident investigations, and vehicle stops, including enforcement of all applicable motor vehicle laws.	11.7%
CRIMINAL INVESTIGATION MANAGEMENT Knowledge of the management of operations involved in investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interviews; court testimony, and applicable laws.	10.0%
SPECIAL TACTICAL OPERATIONS MANAGEMENT Knowledge of the procedures for conducting special tactical operations such as crowd control, bomb threats, hostage situations, and operations catastrophic events.	7.5%
JUVENILE OPERATIONS MANAGEMENT Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, and situations involving abuse of juveniles.	4.2%
JAIL OPERATION ADMINISTRATION Knowledge of the procedures for the administration of a jail facility, including applicable laws, booking, jail security, maintenance of facility, and providing for daily needs of prisoners.	7.5%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, International City Management Association (ICMA), 1120 G Street, N.W., Washington, DC 20005, 3rd ed., 1995.

(NOTE: May also be obtained through LSU Firemen Training Program).

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, 6th ed., 2004.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 6th ed., 1994.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

JAIL OFFICER'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 15th printing, 1990.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

THE LOUISIANA HANDBOOK OF STATUTORY CRIMINAL LAW AND PROCEDURE, West Publishing Company, is published annually and presents, in a single volume, the text of the following laws:

LOUISIANA CHILDREN'S CODE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

LOUISIANA LAW ENFORCEMENT HANDBOOK, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802, Available to Law Enforcement Officers through your local District Attorney's Office, 8th ed., 2002.

STREET SURVIVAL/Tactics For Armed Encounters, Adams, Ronald J., et. al., Calibre Press, Inc., 666 Dundee Rd., Suite 1607, Northbrook, IL 60062, 1980, 1st ed., (Fifth Printing/May 1982).

CRIMINAL INVESTIGATION: BASIC PERSPECTIVE, Weston, Paul B., Prentice-Hall, 5th ed., 1990.

SECONDARY REFERENCE MATERIAL

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

TRAFFIC ACCIDENT INVESTIGATION MANUAL, The Traffic Institute, Northwestern University, Evanston, IL 60204, 9th ed., 1986.

BUSINESS COMMUNICATIONS, Dumont, Raymond A., and Lannon, John M., Little, Brown and Company, 34 Deacon Street, Boston MA 02108, 2nd ed., 1987.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.